

**General Assistance Program  
Sample Work Plan Format**

**Tribe:** Oak Flat Tribe\*

**Region:** IX

**Work Plan Period** Begin 10/1/08 End: 9/30/09

**Work Plan Component 1:** Tribal Financial/Administrative Capacity Building

**Primary Capacity Area Developed (check one):**

Legal\_\_ Enforcement/Compliance \_\_ Technical \_\_ Communication \_\_ Administrative\_X\_ Solid/Hazardous Waste Implementation \_\_

**Environmental Outcome(s):**

- To comply with federal administrative grant requirements.

**Intermediate Outcome(s) (this work plan period):**

- Determine compliance with 40 CFR Part 31 and OMB Circular A-87
- A completed written administrative assessment to ensure the Tribe follows proper administrative procedures while conducting grant activities.

**ESTIMATED COMPONENT COST: \$ 3,400**

**ESTIMATED COMPONENT WORK YEARS: .08**  
**Environmental Director .08**

COMMITMENTS		CAPACITY AREA DEVELOPED	ESTIMATED COMMITMENT COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
1.1	The Environmental Director will work with the Finance Office to research EPA's administrative requirements and complete a review of the tribe's administrative systems, to determine compliance with the federal requirements, including: Timekeeping procedures, Procurement procedures, Property Tracking and Inventory requirements, Record Retention Requirements, Travel procedures	Administrative	\$400 (20rs at \$20/hr)	3/30/07	Submit to EPA a completed Administrative Checklist. Update as needed.
1.2	Document findings and follow up actions from administrative checklist in a written summary report. Report will identify deficiencies and a plan to correct them.	Administrative	\$200 (10hrs @ \$20/hr)	6/30/07	Submit to EPA a report showing findings and a plan to improve existing systems.
1.3	Document accounting procedures, including: Accounting records, internal controls, budget control, cost management, allowable cost, and source documentation.	Administrative	\$800 (40 hrs @ \$20/hr)	6/30/07	Update and maintain Fiscal policy manual in the fiscal office. Submit quarterly "budgeted expenditures vs. actual reports" to EPA.
1.4	Document policies and procedures for the following: Who maintains copies of grant application, grant award and amendments, budget changes, payment requests, progress reports, Financial Status Reports, contracts under the grant, the indirect cost rate agreement.	Administrative	\$1,600 (80 hrs @ \$20/hr)	4/30/07	Update and maintain the completed policies and procedures manual in the fiscal office. Update as needed.
1.5	Work with finance office to review annual Single Audit (A-133) reports to ensure tribe follows up on findings	Administrative	\$200 (10hrs @ \$20/hr)	7/31/07	Copy of single audit follow up to EPA.
1.6	Work with finance office to review Indirect Cost Proposal, and submit timely proposal to cognizant agency.	Administrative	\$200 (10hrs @ \$20/hr)	09/30/07	Maintain current Indirect Cost Rate approval letter on file. ICR to be submitted with Grant Application annually.

EPA Use Only

**2003-2008 EPA Strategic Plan**

**Goal X:** **Objective X.X** **Sub-objective X.X.X.**

